



## Administrative Policies and Procedures: 16.20

<b>Subject:</b>	<b>Expedited Custodial Placements</b>
<b>Authority:</b>	TCA 37-5-106, Adoption and Safe Families Act P.L. 96-272, TCA 37-4-2-1 ET SEQ, Safe and Timely Interstate Placement Act of Children in Foster Care Act of 2006 P.L. 109-239
<b>Standards:</b>	DCS 6-200, 6-502, 6-503 A, 6-504 B, 6-505 B, 6-506 B, 6-509 C, 6-510 C, 12-201, 12-500, and 12-501
<b>Application:</b>	DCS Child Protective Services, Foster Care and Supervisory Staff

### Policy Statement:

When an **expedited custodial placement** is in the best interest of a child/youth, the identified person or family (the placement resource) must meet the minimum criteria outlined in this policy and have their legal options explained to them. Due to the nature of placements, waivers of requirements outlined in this policy are not permitted. Department of Children's Services (DCS) staff must assist the placement resource in completing the approval process required of all perspective resource parents in TN. Subsequently, the placement resource must be fully approved as a resource parent in TN within 120 days of the child being placed in the home. Private Providers may not make expedited placements of children in DCS custody or guardianship.

### Purpose:

In order to minimize the trauma of a custodial episode, DCS will seek to place children with persons whom the child has had a **significant relationship** when the child cannot safely remain in their homes. DCS must ensure that these persons are able to provide safety and can meet both the immediate and long term needs of children who might be placed with them. The department will provide training to the placement resource family and a complete the approval process as quickly as possible.

### Procedures:

<b>A. Immediate Assessment</b>	<ol style="list-style-type: none"><li>1. When an immediate expedited custodial placement (the placement with a relative or a person who has a significant relationship) is in the best interest of a child, DCS staff must secure an <b>Authorization for Release of information, form CS-0668</b>, from all adult household members and conduct an Expedited Placement Assessment. This assessment must include at a minimum:<ol style="list-style-type: none"><li>a) A face-to-face interview with the placement resource,</li><li>b) A local criminal records check on the placement resource and all adult household members to include local police and a DCS Records</li></ol></li></ol>
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(CPS/SSMS/TN Kids) check. Central Intake will perform CPS/SSMS/TN Kids checks after-hours and weekends only. The Central Intake phone number is 1-877-237-0004. The local field staff will be responsible for these checks during business hours.

- c) An **Internet Records Clearance, form CS-0687**, must be completed for all household members age eighteen (18) years or older which includes the following:
  - ◆ A **Methamphetamine Offender Registry Clearance** must be conducted for the prospective caregiver(s) and all adult household members using the Internet. The Internet Website address is: <http://www.tennesseeanytime.org/methor>
  - ◆ A state and national **Sexual Offender Registry Clearance** must be conducted for the prospective caregiver(s) and all adult household members using the Internet. The Website address for a TN search is: [http://www.ticic.state.tn.us/SEX\\_ofndr/search\\_short.asp](http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp). The Internet Web site address for a national search is: <http://www.nsopr.gov/>
  - ◆ A **TN Felony Offender Database Clearance** must be conducted for the prospective caregiver(s) and all adult household members using the Internet. The Website address is <http://www.tennesseeanytime.org/foil/search.jsp>.
  - ◆ An **Abuse Registry Clearance** must be completed for the prospective caregiver(s) and all adult household members using the Internet. The Website address is <http://www2.state.tn.us/health/abuseregistry/index.html>.
    - Central Intake will also perform the internet records clearance after-hours and weekends only. The local field staff will be responsible for this clearance during business hours.
- d) The placement resource and all adult members of the household must agree to be scheduled for their fingerprinting immediately after the expedited custodial placement is made.
- e) The placement resource and all members of the household must agree to be scheduled for a medical examination immediately after the expedited custodial placement is made.
- f) Two (2) persons, who do not reside in the same home as the placement resource, must be contacted for a personal reference check prior to the placement. (Reference checks that are verbal and will be documented and maintained in the case file).
- g) Staff must also make a home visit to verify that the residence meets the standards outlined in section E of [DCS Policy 16.4, Resource Home Approval](#).
2. All information gathered during the expedited custodial placement assessment information will be documented in the **Expedited Placement Assessment Summary, form CS-0682** and submitted for approval within 48 hours of making an expedited custodial placement.

B. Expedited Custodial Placement Approval	<p>If the interview, home visit, reference and records check are satisfactory according to policy standards, the Regional Administrator/Designee may authorize the expedited custodial placement. The <b><i>Expedited Placement Assessment Summary, form CS-0682</i></b> must follow the initial approval within 48 hours. An approved <b><i>CS-0682 form</i></b> and <b><i>Expedited Child Placement Contract, CS-0626 form</i></b>, authorizes the expedited custodial placement up to 120 days.</p>
C. Disclosure to Expedited Custodial Placement Resources	<ol style="list-style-type: none"> <li>1. Within 48 hours of accepting a child/youth into their home, the placement resource must agree to and sign the <b><i>DCS Discipline Policy, form CS-0553</i></b>.</li> <li>2. Prior to or no later than at the time of an expedited custodial placement, the placement resource family must sign <b><i>form CS-0626, Placement Contract for Expedited Placements</i></b>, which will inform them of the following: <ol style="list-style-type: none"> <li>a) The home will <u>not</u> receive a board payment reimbursement from DCS until the expedited resource home has met all other approval requirements outlined in <a href="#">DCS Policy 16.4, Resource Home Approval</a>.</li> <li>b) The family will have one hundred twenty (120) days of the expedited custodial placement to complete all the requirements outlined in <a href="#">DCS Policy 16.4, Resource Home Approval</a>, including the completion of PATH training. <ul style="list-style-type: none"> <li>◆ A Child and Family Team Meeting must be held at least five (5) days before the termination date on the expedited placement contract if the resource home approval process cannot be completed prior to the expiration of the expedited placement contract. The <b>Family Service Worker (FSW)</b> will convene this meeting.</li> <li>◆ If the team decides the placement should continue, the FSW must make a request to the Office of Foster Care and Adoption for an extension.</li> </ul> </li> <li>c) Should a delay in timely completion of all the resource home approval requirements be beyond the control of the expedited resource home family, <u>and</u> an extension has been granted, the home study writer should complete a <b><i>Standard Claim Form, CS-0493</i></b> in order to provide the family with the approved state funded rate.</li> <li>d) The expedited resource family must cooperate with DCS to develop and implement the permanency plan and comply with the department's policies and Standards of Professional Practice as long as the child in their home is in the legal custody/guardianship of DCS.</li> <li>e) DCS will assist eligible families to apply for Family First Grants through the Tennessee Department of Human Services, as outlined in <a href="#">DCS Policy 16.59, Disclosure of Legal Options and Available Services for Relative Caregivers</a>.</li> </ol> </li> <li>3. All expedited resource families must receive a <b><i>Resource Home Study and Verifications Checklist, Form CS-0690</i></b> to make them aware of the documentation required for approval and a <b><i>Foster Home Placement Checklist, form CS-0544</i></b>, at the time of placement.</li> <li>4. If the expedited resource family is related to the child, they must also receive a</li> </ol>

	<p><b><u>Guide for Relative Caregivers: Options and Available Services</u></b> brochure and sign a <b><i>Disclosure Statement (Options/Services Available to Relatives), form CS-0660</i></b>.</p> <p>5. If at anytime, during the expedited placement assessment, it is determined that a family cannot meet the basic requirements for resource home approval, the family must be notified of the decision and an alternative placement arrangement will be made for the child if the child remains in DCS custody.</p>
<b>D. Additional Disclosure to Expedited ICPC Placement Resources</b>	<p>1. A TN resource family who has been approved under this policy for expedited placement of a child, who is under the jurisdiction of another state and subject to compliance with the ICPC, is not certified as eligible for the Federal Title IV-E reimbursement until all requirements of this policy have been met.</p> <ul style="list-style-type: none"> <li>◆ In ICPC cases where the placement resource resides in TN and is a parent or stepparent to the child, the PATH training requirement outlined in <a href="#">DCS Policy 16.4, Resource Home Approval</a>, is waived, however all other requirements must be fulfilled.</li> </ul> <p>2. Responsibility for planning for the child, which includes the responsibility for the determining medical and financial maintenance eligibility for the child and the prospective placement resource, remains with the sending state. TN DCS is not responsible to issue financial or medical assistance to a child who is under the jurisdiction of another State.</p> <p>3. Once placement under the ICPC has been approved, TN DCS will assist the child and the resource family to access any federally authorized funding or services for which the child and/or resource family is eligible.</p>
<b>E. Documentation</b>	<p>Documentation for all expedited placements must contain at least the following:</p> <p>1. <b><u>Prior</u></b> to the placement of a child/youth in the home:</p> <ul style="list-style-type: none"> <li>a) A home visit to the home where the child will be placed,</li> <li><b>b) <i>An Authorization for Release of information, Form CS-0668</i></b></li> <li>c) A completed local background check,</li> <li>d) A completed <b><i>Internet Records Clearance, Form CS-0687</i></b></li> <li>e) Two reference checks, which may be attained verbally and documented by author of the expedited placement assessment summary.</li> </ul> <p>2. Prior to or no later than at the time of placement of a child/youth in the home:</p> <ul style="list-style-type: none"> <li><b>a) <i>Expedited Child Placement Contract, Form CS-0626</i></b></li> <li><b>b) <i>Foster Home Placement Checklist, Form CS-0544</i></b></li> <li><b>c) <i>Disclosure Statement (Options/Services Available to Relatives), Form CS-0660</i></b></li> </ul> <p>3. Prior to or no later than 48 hours of the placement of a child/youth in the home:</p> <ul style="list-style-type: none"> <li><b>a) <i>Fingerprint Card Information, Form CS-0691</i></b></li> <li><b>b) <i>DCS Discipline Policy, Form CS-0553</i></b></li> <li><b>c) <i>Resource Home Study and Verifications Checklist, Form CS-0690 and</i></b></li> </ul>

	<p>d) <b>A completed Expedited Placement Assessment Summary, Form CS-0682.</b></p> <p>4. Families must also be provided with form <b>CS-0678, Resource Parent Medical Report</b> and, if applicable, <b>form CS-0427, Child's Medical Record</b> to have available for their medical examination appointment.</p>
<b>Forms:</b>	<p><u><a href="#">Authorization for Release of information, form CS-0668</a></u> (for all adults in the home)</p> <p><u><a href="#">Internet Reference Clearance, form CS-0687</a></u> (for all adults in the home)</p> <p><u><a href="#">Resource Home Study Verifications Checklist, CS-0690</a></u></p> <p><u><a href="#">Expedited Child Placement Contract, form CS-0626</a></u></p> <p><u><a href="#">Foster Home Placement Checklist, form CS-0544</a></u></p> <p><u><a href="#">Discipline Policy, form CS-0553</a></u></p> <p><u><a href="#">Disclosure Statement (Options/Services Available to Relatives), form CS-0660</a></u></p> <p><u><a href="#">Fingerprint Card Information, form CS-0691</a></u> (for all adults in the home)</p> <p><u><a href="#">Expedited Placement Assessment Summary, form CS-0682</a></u></p> <p><u><a href="#">Resource Parent Medical Report, form CS-0678</a></u></p> <p><u><a href="#">Child's Medical Record, form CS-0427</a></u> (when applicable)</p> <p><b><u>Note: Private Provider Agencies may use equivalent forms, provided the content of the forms capture the content of the forms listed above.</u></b></p>
<b>Collateral Documents:</b>	<p>Results from Police Records Checks</p> <p>Personal References (May be a documentation of a verbal statement)</p> <p><u><a href="#">Guide for Relative Caregivers: Options and Available Services</a></u></p>